

NORTH CAROLINA STATE GOVERNMENT
CHIEF INFORMATION OFFICERS COUNCIL

CHARTER

Preamble: This charter creates a body that operates under the belief that agency participation in the guidance of the State information technology structure will lead to the delivery of the highest quality business-driven services and most effective policies, products, and technical assistance -- all at the most cost effective rates. The effective collaboration of the service provider, policy makers, and using agencies will promote a synergy that will foster the successful use of information technology throughout State Government.

- I. Name, Continuity, and Purpose:** The name of this body is the Chief Information Officers Council (CIO Council).

The CIO Council is the successor to the State Information Processing Services Advisory Board operating under a charter adopted in March 1993. The CIO Council replaces that Board and this charter replaces the 1993 charter upon ratification. Any rules duly adopted by the Board shall remain in force and binding on the CIO Council insofar as such rules do not violate any provisions of this charter or are not changed by subsequent action of the CIO Council acting under this charter.

The purpose of the CIO Council is to facilitate information exchange among State agency Chief Information Officers, the Office of Information Technology Services (ITS), and local governments; and to give information and advice to the General Assembly's Joint Legislative Oversight Committee on Information Technology (JLOCIT) and the Information Technology Advisory Board (ITAB) regarding the application of information technology to support the programmatic direction of the State.

- II. Role of the CIO Council:** The role of the CIO Council is to participate proactively in the development of information technology policy and the implementation of that policy, and to provide a forum for cooperative efforts and information exchange for the information technology staffs of State agencies.

Workgroups will consult and advise on the service areas/initiatives deemed appropriate.

The CIO Council may appear before the JLOCIT, ITS, the ITAB or other related groups under their aegis to advocate for or to testify about matters pertaining to statewide information technology issues. The CIO Council shall advise ITS, the JLOCIT, and the ITAB on prospective policies and in regard to implementing adopted policies.

- III. Membership:** The membership of the CIO Council shall consist of the individual in any State agency that is responsible for information technology, commonly called the chief information officer. That individual in each of the State agencies shall be appointed by and serve on the CIO Council at the pleasure of the agency head. A "State Agency" means any department, institution, commission, committee, board, division, bureau, office, officer, or official of the State as defined by Article G.S. 147-33.81. Any State entity excluded from coverage under Article by G.S. 147-33.80, such as the Judicial Branch or University System may also choose to be a member.

The representatives of the agencies shall also represent the interests of the various boards and commissions, which are administratively housed within each agency.

Any new agency that desires to participate on the CIO Council must make a formal written request for membership to the Chair. It is the responsibility of the Chair to maintain the current list of Council member. Addendum A to this Charter provides the list of current members.

If the names of the various agencies are changed by statute or executive order, representation on the CIO Council shall be transferred to the successor agency as provided by law and the head of the successor agency shall be entitled to appoint a replacement representative.

The President of the North Carolina League of Municipalities and the President of the North Carolina Association of County Commissioners may each designate one person to serve on the CIO Council as ex officio, nonvoting members.

- IV. Voting and Quorum:** Recommendations and approvals made by the CIO Council shall be by consensus, if possible; however, the Chair or any member of the CIO Council may ask for a vote if a clear consensus of voting members cannot be reached. Only the representative or agency employee, who has the written proxy of the representative appointed by the agency head, may vote. A quorum shall be a majority of the members of the CIO Council. Any member may request that the vote be conducted by ballot.
- V. Officers:** The CIO Council shall elect from its membership a Chair and a Vice-Chair at its regular June meeting to serve a one-year term, beginning on the first day of July of each year. Election shall be by plurality vote.
- A. Duties of the Chair:** The Chair shall preside at CIO Council meetings. The Chair shall provide for meeting minutes to be taken and distributed. In addition, the Chair shall maintain the official council membership list.
 - B. Duties of Vice-Chair:** The Vice-Chair shall preside at CIO Council meetings in the absence of the Chair.
 - C. Planning Committee.** There shall be a standing Planning Committee composed of the Chair, Vice-Chair, and five at large members elected from its membership

by the CIO Council members. At large members will be elected for two-year terms at the next regular meeting of the CIO Council after the election of Chair and Vice-Chair. Terms of at-large members will be two years in length.

- VI. Vacancies:** Any vacancy created by resignation or termination of membership in the CIO Council of the Chair or Vice-Chair or members of the Planning Committee shall be filled by plurality vote at the next regular meeting of the CIO Council to serve the remaining term of office. In the period interim to the election of a new Chair, the Vice-Chair shall serve as acting Chair. The appointing agency head shall fill vacancies in the membership of the CIO Council. The Chair shall send a timely notice to the agency head requesting an appointment.
- VII. Meetings:** Meetings shall be held at regular dates and times as determined by the CIO Council. Special meetings shall be held at the call of the Chair or at the request of one third of the members of the CIO Council. Notice of these meetings shall be distributed to CIO Council members at least five business days prior to the meeting.
- VIII. Special Committees and Work Groups:** The Chair can establish special committees and work groups to help in developing information or policy to be recommended for CIO Council review or action.
- IX. Ratification:** This charter may be ratified by a two-thirds vote of the membership of the CIO Council. Upon ratification, this charter will immediately be in force.
- X. Amendments:** This charter may be amended by a two-thirds vote of the CIO Council, after 30 days prior notice of proposed changes has been sent to the membership.
- XI. Parliamentary Authority:** The rules contained in the current edition of Robert's Rules of Order shall govern the CIO Council in all cases to which they are applicable and in which they are not inconsistent with this charter and any special rules of order the CIO Council may adopt.

Ratified this the 27th day of July, 2005.